

DD/S 68-4221  
OF 68-7108

21 AUG 1968

OGC REVIEW  
COMPLETED

MEMORANDUM FOR : Director of Finance

SUBJECT : Financial Records Retirement Program

1. I am returning the proposal which the Office of Finance made on 29 March 1968 with regard to the retention of certain Agency records which include payroll vouchers for indigenous employees.

2. The Office of Security concurred in the proposed retention of twelve years from a security standpoint, but the Deputy Director for Plans suggested a compromise period of retention of thirty years. Subsequent to the replies from the Office of Security and the DD/P, the Agency Records Administration Officer and the Office of General Counsel have indicated that there can be no alternative to the sorting out of payroll records of indigenous personnel if a retention period of less than 56 years is to be applied to the remaining records. It may be that sorting of this material can be an important part of the overall screening of records, which is to be undertaken within the next few weeks.

3. In view of the objections of the OGC and the Records Administration Officer, I cannot approve the recommendation in the attached memorandum but suggest a revision of our procedures in order to permit the segregation of records which must be held for different periods of time.

[Redacted Signature Box]

*for* R. L. Bannerman  
Deputy Director  
for Support

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Att.

Memo dtd 29 Mar 68 to DD/S fr D/OF, same subj

*Concur*

[Redacted Signature Box]

*OGC, August 22, 1968.*

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

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